

Dispute Resolution Center  
of West Michigan

## Public Relations Intern

The Dispute Resolution Center, a not-for-profit community mediation center located in downtown Grand Rapids, is seeking a student intern for an immediate opening to assist with various public relations projects.

**Responsibilities may include:**

- Writing
- Website & social media updates
- Digital photography
- Media relations
- Donor relations
- Event planning

**We are seeking a student who:**

- has strong written and verbal communication skills
- has office experience and is a hard worker
- is organized, dependable, and creative
- proficient with Microsoft Office and design/publishing software
- can use a digital camera and upload images
- is detail oriented and able to work independently
- can interact effectively with a variety of audiences
- demonstrates understanding of public relations concepts
- who wants a challenge and an opportunity to show their talents

**Internship details:**

- may be utilized for academic credit, as work-study, or just for volunteer experience
- intern will work under the supervision of the Executive Director
- must sign confidentiality agreement
- 4-12 hours per week (flexible), a two-semester commitment is preferred
- Stipend available for qualified students

**Contact:**

Jon Wilmot, Executive Director  
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616.774.0121

*The Dispute Resolution Center of West Michigan is an equal employment opportunity employer.*

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